

CUSTODIAN – SCHOOLS

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for the cleaning, care and upkeep of a school site, buildings or an assigned section thereof in a suburban school district. Work duties include routine cleaning tasks and semi-skilled reoccurring repair and maintenance. Supervision is received from a Head or Senior Custodian, or an administrative employee of higher rank who assigns, observes and monitors the work on a frequent basis. Supervision may be exercised over a small number of cleaners or laborers by assigning their work, giving instructions, providing assistance and observing the work progress. Does related work as required.

TYPICAL WORK ACTIVITIES:

Performs a variety of cleaning, including mopping floors, washing walls, ceilings and windows; dusting woodwork and furniture; stripping and finishing floors, vacuuming and shampooing carpets; collecting and disposing rubbish, etc.;

Performs semi-skilled maintenance and repair work, such as fixing or replacing broken shelving, hardware, glazing windows, and repairing window coverings; unplugging toilets, traps and sinks; replacing faucet washers, repair and adjust flush valves; replace blown fuses, switches, outlets, ballasts, light fixtures, etc.;

Maintains grounds by cutting grass, trimming shrubbery, raking leaves, removing snow and maintaining power equipment used in this work;

Operates hot water and low pressure boilers, heating and ventilating systems and performing routine maintenance on heating and hot water equipment, such as replacing filters, periodically cleaning equipment and fire box to insure efficient operation, replacing or adjusting thermostats and related controls;

Replenishes lavatories, cleaning and other supplies;

Supervises lower level custodial personnel in cleaning and care activities;

Reports damages or needed maintenance repairs requiring a higher level repair capability;

May be required to serve as watch attendant;

May set up equipment and seating facilities for meetings, demonstrations, etc.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of commercial cleaning practices and procedures; working knowledge of the maintenance and repair practices and procedures related to buildings, its fixtures and operating equipment; working knowledge of the properties of various cleaning substances; ability to make semi-skilled plumbing, heating, electrical, carpentry and mechanical repairs; ability to operate plumbing, electrical, heating, ventilating and air conditioning systems following established procedures; ability to use various cleaning equipment and products; working knowledge of ground maintenance; ability to understand verbal and written instructions; ability to stand, stoop, bend, stretch for long periods of time; ability to set up and climb ladders or scaffolds; ability to supervise a small staff; thoroughness, dependability, physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

a. Graduation from high school or vocational school or possession of a high school equivalency diploma and one (1) year of experience in commercial cleaning practice or general building maintenance including experience in any one of the following trades; carpentry, electrical, H.V. and A.C. systems, plumbing,

OR

b. Five (5) years of experience in commercial cleaning practices or general building maintenance including experience in any one of the following trades; carpentry, electrical, H.V. and A.C. systems, plumbing,

OR

c. An equivalent combination of training and experience as defined by the limits of (a) and (b).

SPECIAL REQUIREMENT: Possession of a valid Class D. New York State driver's license at the time of appointment.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.